



Open University Course Petition for Incomplete Grade

Completed original form must be submitted to the UCSB Extension Student Services Office by the last day of the quarter. To be eligible to receive an incomplete grade, the student's academic work to date must be of "passing quality" but incomplete. Work must be completed and submitted to the Recorder within three months from the end date of the course, whether or not the student is registered or the course is offered.

SECTION I (completed by the student—please print)

Quarter	Year
▶ Name (first, m.i, last)	
▶ Social Security # or International I.D.	
Course Title	Course #
Enrollment Code	REG #
Instructor's Name	
Reason for requesting incomplete	
Graduate Student? <input type="checkbox"/> Yes	<input type="checkbox"/> No
Indicate college <input type="checkbox"/> Creative Studies	<input type="checkbox"/> Engineering <input type="checkbox"/> Letters & Science
Student's Signature	Date

SECTION II (completed by the instructor at the time petition is filed)

Student's grade must be of passing quality to file an incomplete petition.

Student's grade to date: _____ Indicate nature of work to be completed: _____

Reason for Petition: _____

Percentage of the final grade to be based on work yet to be completed: _____ (cannot be 100%)

Date work must be submitted within the one quarter deadline: _____

Instructor's Name (printed)	Dean's Name (printed)
Instructor's Signature	Dean's Signature
Date	Date

The final grade must be reported on a Grade Change Report available at UCSB Extension: 893-7869, recorder@els.ucsb.edu

OFFICE USE ONLY: Date Received _____ Final Course Date _____

Met qualifications for grade change: Yes No If not, why? _____

PLEASE SUBMIT TO:
UCSB Extension • 1110 Kerr Hall, UCSB, Santa Barbara, CA 93106 -1110
Phone: 805-893-4200 • E-mail: registrars@els.ucsb.edu • www.extension.ucsb.edu